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Direct Billing Arrangement

This document establishes the arrangement between GlobalLinks Learning Abroad (GlobalLinks) and

_____ (insert institution name; hereinafter referred to as Institution). This arrangement authorizes GlobalLinks to bill the Institution for all, or a portion of, fees related to the GlobalLinks program(s) in which students from said institution participate. The specific fees to be billed by GlobalLinks and to be paid for by the Institution are specified below.

Effective Date: This arrangement will go into effect per the date you note here: _____

Note: The effective date of this arrangement cannot be less than 90 days from the date this Direct Billing Arrangement is received in the GlobalLinks office in Colorado. The arrangement will only be applicable to programs for which the invoicing/billing process has not commenced.

- Semester and Year Abroad Programs/EuroScholars Programs

The Direct Bill Form must apply to all Semester and Year Abroad programs as well as EuroScholars Programs offered by GlobalLinks. The Direct Bill Plan options applicable to Semester and Year Abroad Programs and EuroScholars Programs are as follows. Institution should check one only:

- Plan A:** The Institution will pay Program Fees, Housing Fees and Housing Deposits (if applicable) on behalf of the student.
- Plan B:** The Institution will pay Program fees. GlobalLinks will collect all Housing Fees, including Housing Deposits (if applicable), from the student.
- Plan C:** The Institution will pay Program Fees and Housing Fees. GlobalLinks will collect Housing Deposits (if applicable) from the student.

** Please note that in some cases the Housing Deposit must be paid directly by the student to the host institution due to their refund policies. When Housing Deposits are collected by GlobalLinks this will be specified in the billing.**

- Other Programs

In addition to the Semester and Year Abroad Programs, the Institution wishes to establish Direct Billing for the following GlobalLinks offerings:

Pacific Region Programs (Australia, New Zealand, Fiji)

- PDAC Internships
- Custom Date/Other Internships
- January, Summer and other Short Course Programs

Asia Programs

- Summer Programs
- Internships

Europe Programs

- Summer Programs

For these programs, there is only one Direct Bill Option (Plan A as defined above) whereby the Institution will pay for the entire program costs. These programs do not have housing costs separate from program costs and therefore the ability to offer alternative billing options is not possible.

Invoicing and Payment Due Dates: Each Direct Bill Institution will be invoiced the full cost associated with the plan of their choice. An invoice for each student will be sent approximately 45-60 days prior to students' departure. Payment is due within 30 days of receipt of the invoice or as otherwise stated on the invoice. Please make all payments payable to **GlobalLinks**.

Program Cancellations: Each Direct Bill Institution agrees to the terms and conditions of the Cancellation and Refund Policy. The most up to date version of the Cancellation and Refund Policy can be located at <http://www.globalinksabroad.org/upload/File/RefundPolicy.pdf>. Each Direct Bill Institution will be invoiced for the full cancellation fees that fall within "Upon Arrival," "1 to 30 Days Prior to Arrival," and "31 to 60 Days Prior to" categories as depicted in the Refund Policy. Cancellations that fall within the "More than 90 Days" or "61 to 90 Days" will be the responsibility of the Direct Bill student as well as any Deferment Fees.

Student Payments: All Direct Bill students are required to make an initial payment of \$400 directly to GlobalLinks within two weeks of acceptance by GlobalLinks. This payment will not be reflected on the Institution's account. Direct Bill students on plan B with pre-arranged housing must make a 2nd payment of \$1,500. Any remaining balance is the student's responsibility and must be paid by the Final Payment deadline. Once all fees and obligations have been met by the student any remaining monies will be returned to the student. Our current payment schedule can be viewed on our website at <http://www.globalinksabroad.org/upload/File/PaymentSchedule.pdf>.

Changes to Arrangement: In the event the Institution wishes to change any aspect of this arrangement, a new Direct Billing Arrangement must be completed. The one exception is if the Institution wishes to change the contact person as defined below. To make changes to this individual, an email or letter to the Director of Finance at GlobalLinks will suffice. The contact address is 12050 N. Pecos Street, Suite 320, Westminster, CO 80234. The email address is gbanks@globalinksabroad.org. Upon receipt of the request, an acknowledgement will be sent to Institution. Only after the acknowledgement has been sent by GlobalLinks will the change be effective.

Termination to Arrangement: In the event the Institution wishes to terminate the arrangement, an authorized individual of the Institution must send a letter indicating this to the Director of Finance of GlobalLinks. The termination of the arrangement will become effective upon acknowledgement of receipt of the letter in the GlobalLinks offices in Colorado. The termination will only pertain to applicable programs for which GlobalLinks has not initiated billing. The institution agrees to remain responsible for any/all fees specific to a program that may have already been completed.

Person at Institution (Contact Person) to whom billing statements and queries should be directed (Please Print)

Contact Person: _____
Office/Department: _____
Institution Name: _____
Mailing Address: _____

Phone Number: _____ Fax Number: _____
Email Address: _____

Person at Institution authorizing this arrangement (Please Print unless otherwise specified)

Person Authorized: _____
Title: _____
Office/Department: _____
Institution Name: _____
Mailing Address: _____

Phone Number: _____ Fax Number: _____
Email Address: _____
Signature of Person Authorized: _____ Date: _____